OFFICE OF THE STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION

MyCalPAYS

Payment History File
Interface Information Package

REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
1.0	10/6/10	Maria Santoyo	Original
1.1	10/20/10	Dave Reifschneider	Minor Revisions to match presentation for DST on 10/25/10
1.2	11/16/10	Maria Santoyo	Updated the Legacy Field Description for Line 2 of the File Definitions.
1.3	12/16/10	Khalid Salman Mohammed	Updated Section V – File Definitions
1.4	04/06/11	Maria Santoyo/Khalid Mohammed	Updated to reflect the interface run frequency.
1.5	10/12/11	Gopi Koppala	Updated the Field Validation table.
1.6	12/06/11	Maria Santoyo/Khalid Mohammed	Updated the File Layout.
1.7	01/17/12	Gopi Koppala	Embedded the WT_GL Mapping spreadsheet.
1.8	01/26/12	Maria Santoyo/Khalid Mohammed	Updated the File Layout and File Format.
1.9	10/19/12	Maria Santoyo	Updated the WT_GL Mapping and minor changes in the File Layout and Format

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I. INTRODUCTION

Payment History File (PHF) is an interface file to CalSTARS and Non-CalSTARS agencies. It provides Payment History information to the Departments for cost allocation and budget purposes. It is also used by the Department of Finance (DOF) to establish tables for statewide budget projections and tracking of expenditures.

This file will be sent electronically to all agencies after each payroll run (regular and off cycle payroll). A unique run ID (RUNID) and document number is assigned on every successful payroll run.

II.   GENERAL INFORMATION

The following business requirements must be met in order to participate in the interface process:

- Continue to operate and maintain departmental system beyond Go-Live.

- Set in place internal business practice changes required to support the interface.

- Support testing activities for the interface.

III.   TECHNICAL INFORMATION

- The file is generated in a single file format.

- Format is a fixed length.

- File encoding is ASCII.

- Server Type: Secure File Transfer (SFT).

IV. RECORD FORMAT

Frequency	☐ Daily ☐ Weekly ☐ Bi-weekly ☒ Monthly ☒ Ad-hoc ☐ Annually ☐ Other:
Direction	☐ Inbound ☒ Outbound ☐ Both
Source System	MCP
Target System	CalSTARS and Non-CalSTARS
Classification of Data	☒ Confidential ☒ Sensitive
Data Volume Estimate	☐ One-time: _____ records ☒ Recurring: _____ records every _____
Scheduled	☐ Automatic ☒ Manual (User Started)
Data Time Period	☐ Daily ☐ Weekly ☐ Bi-weekly ☐ Monthly ☐ Annually ☐ Other: _____ **Record Selection Scope:** ☐ New or Changed Records ☐ All records
Selection Method of Records	☒ Allow user to select ☒ Automatic (rules defined below) ☐ Other: _____ **Description:** One of the subsequent activity of payroll is the posting of the payroll results which generates a unique run number and this run number(s) along with the date range will be entered on the selection screen. The interface retrieves the posted payroll results from the posting tables to send the payroll data to CalSTARS and non-CalSTARS.
Deleted Data	

Future Transactions	**Future transactions allowed?** ☐ Yes ☒ No **Description:**
Retroactive Transactions	**Retroactive transactions allowed?** ☒ Yes ☐ No **Description:**

V. FIELD VALIDATION

Header Record Layout:

Note: In MCP, the "Type of Field" is formatted as character in order to keep consistency with SAP Unicode architectural landscape.

SAP Technical Field Name	Description	Type of Field	Len	Start	Stop
No corresponding SAP Technical field	Total Record Count Right Justified and left zero fill for the positions not filled	Char	10	1	10

Detail Record Layout:

SAP Technical Field Name	Description	Type of Field	Len	Start	Stop
PERID	Personnel ID Number-SSN	Char	20	1	20
PERNER	Personnel Number	Char	8	21	28
MAIN_PERNR	Person ID	Char	8	29	36
SGTXT	Original posting date (Original transfer date ONLY used FOR retro)-CCYYMMDD	Char	8	37	44
KOSTL+4(3)	Agency Code (Payroll Agency Code)	Char	3	45	47
KOSTL+7(3)	Reporting Unit	Char	3	48	50

SAP Technical Field Name	Description	Type of Field	Len	Start	Stop
KOSTL	Cost Center (xxxx-UCM Org Code) (xxx-Agency Code) (xxx-Reporting Unit)	Char	10	51	60
GEBER	Fund	Char	10	61	70
STELL	Class Code (x-xx-x-xxxx) x=Leading zero xx=Salary Setting (Civil Svc, Judical, etc) x=future use xxxx=Class Code (Job Key)	Char	8	71	78
PLANS	Position Code	Char	8	79	86
PERSG	Employee Group	Char	1	87	87
PERSK	Employee Subgroup	Char	2	88	89
WERKS	Personnel Area (Agency)	Char	4	90	93
BTRTL	Personnel Subarea (CBID)	Char	4	94	97
SGTXT	Payroll Area (Ex: M1 = monthly negative; M2 = monthly positive; etc.)	Char	2	98	99

SAP Technical Field Name	Description	Type of Field	Len	Start	Stop
POSITION TYPE	Position Type 01=Permanent 02=Limited Term 03=Blanket 04=Administratively Established	Char	2	100	101
VOID	Blank =regular pay R=Reversal of pay	Char	1	102	102
SGTXT	Fiscal Year (CCYY)	Char	4	103	106
VORNA	Employee First Name	Char	40	107	146
INITS	Employee Initial	Char	1	147	147
NACHN	Employee Last Name	Char	40	148	187
PAYDT	Issue Date (CCYYMMDD)	Char	8	188	195
LGART	Payment Type (Wage Type Ex: 0005 = fractional rate; 0001 = hourly rate; 0008 = daily rate)	Char	4	196	199
Offcycle reason INOCR, OCRSN	Payroll Type (Ex: A = bonus payment; B = Correction; C = Manual Check)	Char	1	200	200
BETRG	Time Base Numerator Send absolute value and zero fill to the left of the number if full length is not being used.	Char	15	201	215

SAP Technical Field Name	Description	Type of Field	Len	Start	Stop
No corresponding SAP Technical field	Time base numerator sign. Default to blank if time base numerator is positive, and Default to '-' sign if the time base numerator is negative	Char	1	216	216
ANZHL	Time Base Denominator Send absolute value and zero fill to the left of the number if full length is not being used.	Char	15	217	231
No corresponding SAP Technical field	Time base denominator sign Default to blank if time base denominator is positive, and Default to '-' sign if the time base denominator is negative	Char	1	232	232
ANZHL	Hours Paid Send absolute value and zero fill to the left of the number if full length is not being used.	Char	15	233	247
No corresponding SAP Technical field	Default to blank if hours paid field is positive, and Default to '-' sign if the hours paid field is negative and zero fill to the left of the number if full length is not being used.	Char	1	248	248
No corresponding SAP Technical field	Apportioned Employer Contribution Code (not currently used) BLANK	Char	4	249	252

SAP Technical Field Name	Description	Type of Field	Len	Start	Stop
No corresponding SAP Technical field	Apportioned Employer Contribution Amount (not currently used) BLANK	Char	15	253	267
BETRG	Amount of earning/deduction wage type Send absolute value and zero fill to the left of the number if full length is not being used.	Char	15	268	282
No corresponding SAP Technical field	Default to blank if amount field is positive, and Default to '-' sign if amount field is negative	Char	1	283	283
RUNID	RUNID	Char	10	284	293
HKONT	GL account number	Char	10	294	303
HKONT+0(4)	First 4 char of GL account number	Char	4	304	307
SGTXT	MCP line item details (2 = For Period payroll area; 6 = For Period; 8= For Period End Date; 2 = In Period Payroll Area; 6 = In Period; 8 = In Period end Date; 1 = Type of Payroll Run; 8 = currently Posting Date; 8 = Original Posting Date)	Char	50	308	357
ZUONR	MCP Assignment number (this is used for A/Rs) BLANK	Char	18	358	375
FPEND	For-period end date	Char	8	376	383
ZUORD	First character of the ZUORD field if it is 'B' or 'b' (for blanket position)	Char	20	384	403
GSBER	Business Area	Char	4	404	407

SAP Technical Field Name	Description	Type of Field	Len	Start	Stop
ZTPY_DOCNUM_SCO-ZLTCODE	Transaction code TC37/38	Char	4	408	411
ZTPY_DOCNUM_SCO - ZTOT_DOCNO	Document number	Char	8	412	419
SGTXT	Current posting date (Original transfer date)-CCYYMMDD	Char	8	420	427
SRTZA	Current Indicator	Char	1	428	428
BONDT	Offcycle payment date	Char	8	429	436
SEQNR	Payroll cluster sequence number	Char	5	437	441
FILLER	Blank	Char	100	442	541

~$GL Mapping
Update 10-19-12.xlsx

VI. LEGACY VS. MyCalPAYS FIELDS

Legacy	MyCalPAYS
Social Security Number	Employee Person ID (PERID) **Note:** SSN will be stored in MCP (same value in legacy)
None	Main assignment (MAIN_PERID)
None	Personnel Number (PERNR)
Pay period Month	Pay period End Date (For pay period month)
UCM/Agency/Unit	Cost Center
Fund	Fund
Class Code	Job Code
Salary Per/Pay Frequency/Attendance Reporting	Employee Group
Appointment Tenure/Time Base/FLSA/Non FLSA	Employee Subgroup
Department/Facility	Personnel Area
CBID	Personnel Subarea
None	Payroll Area
Clearance Type	None (used for Reversal = (R))
Payment Type	Wage Type
Adjustment Code	Payroll Type (Ex: A = bonus payment; B = correction accounting; etc.)
None	Apportioned Employer Contributions Code (BLANK)
Clearance Number	Document Number